

## GENERAL PAYROLL INFORMATION.....

If you have any questions concerning your payroll, lost pay checks, etc. contact your department payroll person. This is the correct place to start your inquiry.

It is the employee's responsibility to make sure time is accurately reflected on their time sheet. This should be turned in to the department's payroll contact no later than noon on the Monday after pay. If you need to make changes to a time sheet that was just turned in, it will be the employee's responsibility to contact their supervisor, by phone, e-mail or in person, and have the necessary changes made. If you are on vacation when the time sheets are turned in, you can always turn yours in early. **(Specific procedures may vary by department)**

Sick and vacation time earned must be taken in half hour increments.

A maximum of 120 hours of vacation may be carried over into the following payroll year. In order to carry over more, granted in emergency situations only, you must obtain prior approval. If approved by the Office of Human Resources, your manager and payroll person are notified and the additional vacation is carried into the new payroll year. The excess must be used by March 31st of the new year. If not approved, all excess vacation above the 120 hour limit will be forfeited and removed from your accrual total. During the year, vacation balances can be higher than 120, but at the end of the payroll year, this is the maximum allowable amount.

The number of days earned in a year is in your individual contract. During the payroll year, granting the use of vacation that is above what the employee has accrued is at the discretion of the manager. Your vacation is figured by taking your earning rate times the number of pay periods in the year (usually 26). You cannot take more than you will earn in that year, unless you have carried over vacation from the previous year. If you know that you earn 15 days per year, then multiply  $15 \times 8 \text{ hours} = 120 \text{ hours}$  and divide by the pay periods in that year to get what you earn each pay period (4.62). Also, you cannot be in the negative on vacation at the end of the payroll year. If this occurs, a negative adjustment will be made on your final check of the year to recoup the value of this unearned vacation.

When you use sick leave, you must fill in a brief reason either on your time sheet or on the sick leave form used by your department (i.e. sick child, your own doctor/dentist appointment, you're sick, attending family member's funeral and who what relationship the deceased is to you to determine if sick leave can be used per your contract). This information is needed for the purpose of properly coding sick usage. It is not necessary to record the specifics of your every day illnesses or the name of your doctor or dentist.

Departments vary as to the amount of accrued comp time that is allowable and when it must be used. Comp time can be "cashed out" with department approval. The hours are converted and paid as overtime. Requests to cash out comp time should be filled out and submitted on your time sheet for that pay period, not called into your payroll person afterward.

According to the Civil Service Rules, you can have a maximum of 150 hours of compensatory (comp) time on the books. Your balance can never be more than 150 hours at any time throughout the year. Any excess over this amount will be paid to you as overtime. You may not take comp time unless you have earned comp time on the books.

Some employees receive two floating holidays per payroll year. One is earned after working 320 hours and the second after 1040 hours. They can be used before they are earned with department approval. Floating holidays must also be taken in 8 hour increments during the payroll year in which they are earned. If not used before or during the last pay period of the year, you will lose them. There will be no carryover of floating holidays at the end of the year and no adjusting vacation to floating holidays at the end of the year.

It is important that all Trades employees who do not receive City benefits list the reason for their “no pay” requests (vacation, personal business, or medical) on their time sheet. This information is needed for proper coding in the payroll system.

If you are requesting “Voluntary Leave - No Pay”, an orange form must be completed prior to the time being taken off. The form must be approved by your department head and sent to Risk Management for approval. This must be done as early as possible in order for payroll to be notified that the leave has been approved by the time they begin processing that specific payroll..

If you are resigning or retiring from City employment, you must fill out a “Separation of Employment” form and you can be paid for any time that is owed you on your last pay check.

Any questions concerning union dues should be directed to your union office, not to payroll personnel. They will notify Central Payroll of any status or dues change. Central Payroll will in turn notify the individual payroll center.

If you have questions or are unsure about whether something is covered in a contract or elsewhere, please call your payroll person so it can be reflected correctly on your time sheet.

It is your responsibility to keep your check stubs each pay period in a secure place for future reference.

**IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:**

The payroll person in your department